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ABSTRACT

The history, goals, organization and achievements of the Federal Library Committee (FLC) are examined in this graduate paper. A brief initial section relates the history of the Committee from the first recognition of its necessity through its planning, official creation and establishment of responsibilities, organization and funding. The body of the report seeks to describe the scope and achievements of the Committee by examining the projects of each of the ten individual task forces which compose its working structure: Acquisition of Library Materials, and Correlation of Federal Library Resources; Automation and Other Cooperative Services; Procurement of Library Materials; Public Relations; Role of Libraries in Information Systems; Recruiting of Personnel in Federal Libraries; Education; Physical Facilities; Inter-Library Loans; and Federal Libraries and Standards for Federal Library Service. The achievements of work groups outside the task force structure are also briefly summarized. The report concludes with a summary of major areas of concern of the FLC as a whole during the year 1970 and a prediction of possible directions of development in the future. (JN)

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PREFACE

This paper was submitted to fulfill partial requirements for the course, "American Library Resources," Library Science 5803, Spring term, 1971, Miss Marguerite V. Clayton, professor.

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Appreciation goes to Mr. Frank Kurt Cylke, Executive Secretary, Federal Library Committee, and to the Chairmen of the Task Forces for their assistance in the writing of this paper, and also to Miss Marguerite V. Clayton and Mr. John J. Miniter for their suggestions and criticisms.

TABLE OF CONTENTS

PREFACE. iii

ACKNOWLEDGMENTS. iv

INTRODUCTION 1

Chapter

I. EARLY HISTORY... 2

II. ORGANIZATION OF THE FLC. 8

III. STRUCTURED EFFORTS 14

IV. AREAS OF CONCERN 41

V. FUTURE OF THE FLC. 45

Appendices

I. FEDERAL LIBRARY COMMITTEE ORGANIZATION CHART . . 47

II. POLICY AREAS 49

III. FUNCTIONS OF THE COMMITTEE 51

IV. PROPOSED EFFORTS 53

BIBLIOGRAPHY 56

SELECTED PUBLICATIONS SPONSORED BY THE FEDERAL LIBRARY COMMITTEE. 58

INTRODUCTION

The Federal Library Committee (FLC) was established in March 1965, as an official channel for cooperation and coordination of efforts to improve library service to the Federal Government. Due to its make-up, the FLC is an advisory body that recommends but cannot implement changes. Its success and future growth depends on the cooperative attitude of the Federal library community.

To date, the July-October 1970 issue of Drexel Library Quarterly is the one major source of gathered information concerning the FLC. This source is invaluable, yet it gives a limited view of the FLC. It is hoped that the following paper will succeed in presenting a more detailed survey of the FLC than presently exists. The history, past and possible future value to the Federal and non-Federal library community, is considered and evaluated.

CHAPTER I

EARLY HISTORY

The idea of organized Federal library cooperation is not a new one. In fact, the idea began long ago and the Library of Congress (LC) has played a large part in its development. In 1896, when the Joint Committee on the Library of the House of Representatives and of the Senate held hearings concerning the condition of LC, Melvil Dewey, Secretary of the University of the State of New York, urged the Joint Committee to consider creating a "board of the most eminent citizens of the country" to give attention to the development and the consolidation of Federal library and cultural collections and services, particularly in relation to the development of LC and the extension of its services to other agencies and libraries.

In 1935, the American Library Association (ALA) published a report, A Federal Library Agency and Federal Library Aid, which concluded that "A Federal agency is needed to give leadership to a coordination of Federal library activities." This Federal library agency could provide leadership as well as coordinate library statistics and studies and help build the prestige needed to secure the recognition of the importance of Federal libraries.

In 1937, the Executive Board of the ALA, as requested by the Advisory Committee on Education in Washington, appointed a Special Committee on Federal Relations for the purpose of surveying library service throughout the nation, appraising the library services of the Federal Government, and suggesting a plan of action the Government could take in the future development of its library resources.[1] This Committee, headed by Carleton B. Joeckel, was to direct attention to the variety and complexity of the library services of the Federal Government. The Committee's Report recommended that: "A Federal Library Council should be established to coordinate the policies and procedures of the libraries of the Federal Government." This agency would eliminate duplication of services through a planned policy of library development and increase efficiency in administration. The Report recommended that the Council be appointed by the President, be composed of representatives of the Federal libraries, and have as chairman the Librarian of Congress. It should have a close relationship with the Bureau of the Budget so that the planning for Federal library development could be correlated with the general national planning. The Council's functions would include advice on such matters as the determination of field of specialization of the various libraries, the formulation of selection policies, the finding

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[1]Marlene Morrisey, "Historical Development and Organization of the Federal Library Committee," Drexel Library Quarterly, VI (July-October, 1970), 207.

of solutions to administrative and technical problems, cataloging and classification, staff recruitment, establishment of new libraries or the consolidation of existing libraries.[1]

In 1940, the Committee on Federal Libraries of the District of Columbia Library Association reported that its chief objective during the year had been the establishment of a Federal Library Council. This effort grew out of a period of government reorganization in the late 1930's. As bureaus were transferred, library collections were being broken up. This lack of stability led a group of Federal librarians to urge the creation of a Federal Library Council to "give consideration to the possibility of having several permanent, comprehensive special subject collections which would be maintained regardless of changes in Government reorganization." During 1941-48, there were meetings of an informal group of librarians of various departments and agencies which called itself the "Informal Federal Librarian's Council." This Council discussed such matters as price schedules, procurement of foreign publications, civil service classification, duplication of a collection, and an interlibrary loan code. In 1946, the Council made several recommendations, including the establishment of a formal council. An Executive Order was drafted, but the matter was not pursued and the Council was not formalized. This was due to the

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[1] Ibid., p. 208.

fact that LC had received a grant to explore the subject of library cooperation and it was felt that the establishment of this Council anticipated the findings of the survey.

The January 28, 1947 Report of the LC Planning Committee recommended "that the President of the United States be asked to establish by Executive Order a Federal Library Council" which would have as one objective the coordination of Federal libraries to provide the materials and services needed to carry on their work with efficiency, economy, and unnecessary duplication. This Report was submitted to the proper Congressional committees, but no action was taken.[1]

The idea did not die. In February 1959, a few librarians, including Dr. Luther Evans, met to consider a proposal for the establishment of a study project "aimed at defining those areas of research in Federal library problems which would be desirable for the Federal Government to undertake."[2] This survey was supported by the library associations of the District of Columbia and was finally undertaken by Luther Evans under the sponsorship of the Brookings Institute. The report, Federal Departmental Libraries, published in 1963, recommended the establishment of an informal advisory group "seeking to improve the

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[1]L. Quincy Mumford, "The Establishment of the Federal Library Committee: A Symposium," D. C. Libraries, XXXVI (Summer, 1965), 42.

[2]Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 212.

CHAPTER II

ORGANIZATION OF THE FLC

On March 11, 1965, the formation of the Federal Library Committee (FLC) as an inter-agency committee established under the auspices of the Bureau of the Budget and LC[1] was announced by a press release.[2] FLC was established for the purpose of concentrating the intellectual resources present in the Federal library and library-related information science community to accomplish three main objectives:

1. achieve better utilization of library resources and facilities;
2. provide more effective planning, development and operation of Federal libraries; and
3. promote an optimum exchange of experience, skill and resources.[3]

The members of the Committee as established by the planning body were announced as were the official observers. To date, the basic structure and objectives of FLC have not changed. (See Appendices I and II.)

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[1]Federal Library Committee, The Federal Library Mission: A Statement of Principles and Guidelines (Washington: Federal Library Committee, 1969), p. 1.

[2]Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 215.

[3]F. Kurt Cylke, "Federal Library Committee: Background, Organization, and Projects," Proceedings of a Conference on Federal Information Resources Identification, Availability and Use (Washington, D. C., 1970), p. 4.

On March 23, 1965, the FLC conducted its first meeting. It was decided that the Committee would meet once a month and that the Chairman, with the consent of the members, could appoint a temporary Chairman. The functional approaches for the FLC were outlined as follows:

> The Committee shall on a Government-wide basis (1) consider policies and problems relating to Federal libraries, (2) evaluate existing Federal library programs and resources, (3) determine priorities among library issues requiring attention, (4) examine the organization and policies for acquiring, preserving, and making information available, (5) study the need for and potential of technological innovation in library practices, (6) study library budgeting and staffing problems, including the recruiting, education, training, and remuneration of librarians.
>
> Within these areas the Committee shall recommend policies and other measures . . . to promote more effective service to the nation at large. The Committee shall consider and recommend measures for the implementation of Federal library policies and programs, and shall serve as a forum for the communication of information among Federal librarians and library users.[1]

These approaches have remained unchanged. (See Appendix III.)

It was agreed that the FLC would establish working groups for the purpose of conducting studies and making reports. These work groups or task forces would be appointed to deal with specific problems. Task Forces were established in each of the following areas: automation, acquisition of library materials and correlation of Federal library resources,[2] mission of the Federal library and standards

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[1]Morrisey, "Historical Development and Organization of the Federal Library Committee," pp. 220-21.

[2]Ibid., p. 222.

for Federal library service, procurement procedures, interlibrary loan arrangements, and recruitment of library personnel. Membership in these Task Forces was left up to the Chairman of the Task Force.[1] Today, the Task Forces are urged to bring their projects to the attention of the full Committee. The projects are discussed, modified if necessary, and then voted on by the full Committee.[2]

It was also agreed that the recommendations of the FLC would not be binding on any department. The recommendations would be transmitted to the proper authority for consideration and implementation. The Bureau of the Budget agreed to present problems, suggest solutions and seek the cooperation of the executive departments and agencies. The implementation of any recommendations would be the concern of the department. It was recognized that the Committee's work did not end when the studies and recommendations were completed. The Committee would give continuous and careful follow-up to determine the degree of implementation of its recommendations.[3]

The important orders of business were the matters of an Executive Secretary and the financial support the FLC

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[1] Ibid., p. 223.

[2] Federal Library Committee, Executive Advisory Committee Minutes of Meetings Number 1 - Number 6 (May 1970-December 1970). (Typewritten.)

[3] Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 222.

would need to operate. Mr. Paul Howard was secured from the Department of the Interior on a part time basis,[1] until March 1, 1966, when his position became full time.[2] The Council on Library Resources (CLR) was asked for a grant of $97,650 for a three year period to provide funds for employing a secretariat and for administrative expenses. The understanding was made that if the operation was successful enough to justify an appropriation request, LC would make the request for subsequent years.[3] In June 1965, an interim grant of $10,000 was authorized by CLR. In December 1965, the additional $87,650 was granted.[4] It was realized that a yearly budget of $32,550 would not be sufficient to support the activities of the FLC and the Task Forces. As a result, one of the principal responsibilities of the Secretariat was to explore possible sources of funding, including the financing of special projects by other agencies. Since Paul Howard was employed on a part-time basis as the Executive Secretary, the funds not used for his support were used for FLC activities. After much investigation, the United States Office of Education (USOE) and the Technical

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[1] Ibid., p. 223.

[2] Ibid., p. 225.

[3] F. K. Cylke and Margrett B. Zenich, "Funding Library Research in the Federal Government," Drexel Library Quarterly, VI (July-October, 1970), 323.

[4] Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 224.

Information Support Activities (TISA) proved to be the best sources for funds. It was difficult for the USOE to transfer research funds to other Federal agencies or to establish research contracts with other Federal agencies. This problem was resolved by persuading universities to submit research proposals dealing with Federal library problems, and by having the USOE send out "Requests for Proposals" to prospective contractors. In this way, the USOE has supported three major activities.[1]

In 1968, the FLC had firmly established itself and the CLR grant expired. As pre-agreed, LC requested two positions, the Executive Secretary and his clerical assistant, and these positions were granted.[2]

FLC has been able to serve as a catalyst in seeing that Federal funds are used to some extent in working on Federal library problems. It has not had control over large funds, but it has succeeded in securing funds for its programs. Through calendar year 1969, a total of $660,490 had been spent on FLC research. As programs expand, additional sources of funds will have to be found.[3] Mr. Paul Howard stated in a presentation in 1969, "A way needs to be found

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[1]Cylke and Zenich, "Funding Library Research in the Federal Government," p. 323.

[2]Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 230.

[3]Cylke and Zenich, "Funding Library Research in the Federal Government," p. 230.

for everyone to contribute according to their resources, this will mean more interest in the Committee."[1] Possibly, investigation into this area is needed.

FLC had great hopes for itself, so it carved out some challenging and ambitious objectives. It did so because it believed that through its efforts many things of permanent value could result. Firstly, FLC wanted to solve some of the pressing problems of the Federal library community. These problems were given priority ratings and would be dealt with accordingly. Secondly, FLC wanted to develop a framework within which policy decisions regarding the Federal library community could be made. Thirdly, it was hoped that the FLC would be able to put new vitality and vision into Federal library activities. Finally, it was hoped that through FLC efforts the Federal libraries would be brought into closer relationships with the activities occurring in the information field.[2]

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[1]Morrisey, "Historical Development and Organization of the Federal Library Committee," p. 231.

[2]Mumford, "The Establishment of the Federal Library Committee: A Symposium," p. 45.

CHAPTER III

STRUCTURED EFFORTS

FLC adopted the Task Force/Sub-Committee/Work Group operating method to accomplish its goals. At the outset, much activity was evident. As of April 1970, it was reported that out of the ten Task Forces about five have not met for some time and some have been engaged primarily in monitoring projects.[1]

Acquisitions

The Task Force on the Acquisition of Library Materials and Correlation of Federal Library Resources which was established in 1965 gave its attention to defining its mission. This mission was stated as:

> to review and report upon acquisition and retention policies of Federal libraries, to evaluate holdings which may be appropriate for inclusion in a correlated program, to investigate and report upon problems related to the correlation of Federal library collections with other information activities, and to recommend programs and methods of correlating research collections of Federal libraries with other resources both within and without the Federal establishment.[2]

After defining its mission and methods of implementation, the

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[1] FLC Newsletter, No. 42 (April, 1970), p. 2.

[2] U. S. Library of Congress Information Bulletin, XXV (July 7, 1966), 380.

Task Force produced a "Declaration of Intention" concerning library collections and services.[1]

The Task Force has directed its attention to fulfilling its mission and to ensuring that no subject area of interest to the Government or the Nation should remain uncovered. The number of libraries involved, the varied types of materials, the different methods of organization, and the different emphasis in the collections precluded the feasibility of using conventional means of bibliographical control. An appropriate methodology for analysis, evaluation, and reporting of results was a requisite.

A number of unsatisfactory methods were eliminated. Two methods which showed the most promise were examined and tested. The first of these involved the searching of two subjects, Mathematics and Transportation, through as many libraries in the Washington area as appeared to include the subject in the collection.

The second method involved a library by library study using a standardized thesaurus and uniform criteria for determining collection levels in terms of research potential. The report indicated that the method was successful taking into account the limited time and funds. Also, the data obtained could be maintained in machine-readable form.[2]

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[1] FLC Newsletter, No. 4 (June 30, 1966), p. 2.

[2] FLC Newsletter, No. 32 (May, 1969), p. 3.

The success of this activity resulted in a $140,000 grant from the Office of Education in 1968 to George Washington University's Biological Sciences Communication Project to conduct a study. Concentration was centered on those libraries maintaining extensive or unique subject collections of research materials.[1] A fifteen item questionnaire was sent to 578 libraries and a total number of 188 questionnaires were processed.[2] The objectives of this study were stated as follows:

1. To determine on a systematic, comparative basis the nature of the various collections in selected U. S. Federal libraries; the subjects, or portions of subjects included; the scope, the coverage; the types of materials; the availability to researchers; the permanence and currency of these collections; and the library services in the Federal Government that can contribute materially toward building an integrated network of resources.
2. To publish a final comprehensive report which will list the information obtained in a manner suitable for interpretation and evaluation and which will provide:
   a. A List in Alphabetical Order of Subjects Included in the Libraries Studied;
   b. A List of Subjects Arranged by the Dewey Decimal Classification Together with Identification by Code of Libraries having Holdings in the Subjects Designated, and an Indication of the Depth of Holdings; the Types of Materials; the Availability to Researchers; and the Permanency and Currency of these Collections;
   c. The same material, arranged by the name of the library, in alphabetical order;
   d. A Geographical Index by Zip Code Number.[3]

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[1] Ibid., p. 4.

[2] Mildred Benson and William J. Welsh, "Federal Library Research Collections," Drexel Library Quarterly, VI (July-October, 1970), 242.

[3] FLC Newsletter, No. 32 (May, 1969), p. 4.

The study was divided into two phases, Phase One being devoted to the preparation for the study, and Phase Two to gathering of data, evaluation, interpretation, and recording of the data in its final form.

Work began in 1968 on this project and was completed with the September 1970 publication of A Study of Resources and Major Subject Headings Available in U. S. Federal Libraries Maintaining Extensive or Unique Collections of Research Materials.

As well as serving as the basis for establishing a coordinated network of Federal libraries, it will:

1. Constitute a major new reference tool covering the significant holdings of Federal libraries throughout the country on a coordinated and comparative basis;
2. Indicate library resource capability for any agency or agencies which may consider assuming Government-wide information responsibility in a specific subject area;
3. Indicate gaps or weaknesses in the total information resources of the Federal Government in order to lead to corrective action;
4. Indicate the degree of availability to scholars and public of the collection of each library;
5. Indicate which collections, or parts of collections, are permanently retained and which are maintained for only temporary use, so that coordination may be achieved within the total Federal library network for the maintenance and preservation of collections;
6. Make possible the formulation of recommendations for a more efficient and logical coordination of acquisition and collections development policies;
7. Serve as a management tool in library network development.[1]

Automation

The Task Force on Automation and Other Cooperative Services grew out of informal exchanges of information and

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[1] Ibid., p. 6.

agencies, selected on a rotating basis for a two-year tenure. It was recognized that if the Committee was to be effective, the members must be able to speak for their agency, and therefore the Committee members should be appointed by the agency head. The Librarian of Congress was asked to serve as Chairman.

It was considered important to involve as many Federal librarians as possible in the work of the Committee. Federal librarians would serve on the various task groups to work on problems assigned by the Committee. It was anticipated that conferences would be held to discuss matters of interest to the entire Federal library community.

The Federal Council for Science and Technology was used as the model for the organization and management of the Committee. A permanent executive secretary and a structure of committees or task groups working on problems was incorporated.[1]

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[1] Ibid., p. 214.

operations of Federal libraries." The role of this body

> . . . should be investigatory and advisory. It should inform but not compel. Its influence must ultimately rest not upon its power, but upon the caliber of committee members, the quality of staff work, and the soundness of recommendations. It should express the point, and hopefully, the wisdom of librarians in a responsible and carefully documented manner.

The Brookings' Institute study was the principal force in the creation of a formal body. Dr. Mumford, Librarian of Congress, met with the Deputy Director of the Bureau of the Budget to discuss the creation of the Federal Library Council. At the request of the Bureau of the Budget, Dr. Mumford took the initiative in assembling a group of interested persons to investigate[1] the possibility of establishing a permanent body and to consider the range of problems to be dealt with. (It should be noted that the name "Federal Library Council" was used until the publication of Budget Circular A-63 which prohibited the use of "Council" or "Commission" except for bodies established by Executive Order or by statute, so the name was changed to Federal Library Committee.) This group formed the planning body and made the basic decisions as to membership and the general plan of committee activities. To keep the Committee small, the planning body decided that the major executive departments as well as the three national libraries should be represented. In addition to the permanent members, there should be six other members, representing six independent

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[1] Ibid., p. 213.

1. To review and appraise automated techniques and on-going and planned automation developments directed to library applications.
2. To define library functions not automated or scheduled for automation, which would benefit from automation.
3. To develop a generalized automated system design, including subsystems, for all of the functions of the Federal library community visualized for the period 1970-1975.
4. To establish a detailed study and design sequences for subsystems, including model system proposals, for stepwise implementation of the system within the Federal library community.[1]

The staff of the National Bureau of Standards conducted a survey[2] of the literature of library automation to determine the developments, trends, and gaps in the areas of planning and processing. This literature search resulted in the 1967 publication of Summary Reconnaissance Paper on Trends Toward Library Automation Based on an Initial Analysis of the Literature.[3]

In 1968, the Bureau of Research of the USOE contracted with the Information Dynamics Corporation for a study of Development Trends in Library and Information Center Automation.[4] The second phase resulted in the collection and partial analysis of data relating to types of Federal libraries, their levels of automation, and the factors influencing the automation activities.[5]

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[1] Ibid., p. 252.

[2] Ibid., p. 253.

[3] FLC Newsletter, No. 24 (September, 1968), p. 5.

[4] Ibid.

[5] Henderson and Berry, "Progress of Federal Library Automation," p. 255.

On May 11, 1970, the System Development Corporation (SDC) was awarded a contract in the amount of $119,300 by the USOE to pursue the third phase of the program. SDC will "Conduct an Analysis of Automated Federal Library Programs to the Purpose of Establishing Feasibility Criteria and as a Basis for Development of a Generalized Automated System Design." The ultimate goal is to provide the framework for the rational exploitation of automation in individual Federal libraries and for the development of generalized and co-ordinated automated library systems.

There will be two major products resulting from this study. The first is to be a handbook for Federal library administrators and systems analysts who have immediate need for guidelines and decision aids for analyzing, planning, implementing, managing, and evaluating automated library systems. The handbook will have guidelines for feasibility studies and resource material for systems analysis studies, and for library automation projects. Flow charts for major library functions as well as appendices of statistical data and detailed case histories of automated library functions will be included.

The second product will be a comprehensive report summarizing the study results as they relate to planning and developing generalized compatible automated systems for Federal libraries. It will be addressed to those responsible for planning at the agency and inter-agency levels and will

interpret findings, examine important issues, and recommend areas for further study.[1] This study is scheduled for completion in May, 1971.

As of March 1971, the Task Force on Automation was scheduled to sponsor a Meeting of Users of Remote Console Systems with the Committee on Scientific and Technical Information (COSATI) Panels 1 and 6 and the Center for Computer Sciences and Technology of the National Bureau of Standards.[2]

In 1968, representatives of a group of Government map librarians met to discuss the status of automation in map libraries.[3] The result was the establishment of the Map Library Work Group of the Task Force on Automation, which is discussion not action oriented. The purpose of this group is stated as follows:

> . . . to review and report upon the status of automation in Federal map and chart libraries, and to encourage development of compatible automation systems where feasible; to furnish guidance to Federal administrators and librarians on automation problems in map and chart libraries; and to provide liaison between Federal map and chart libraries and other groups interested in the application of automatic data processing to information and document retrieval in the fields of cartographic

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[1]Federal Library Committee, Annual Report Fiscal Year 1970 (Washington, D. C.: Federal Library Committee, 1970), pp. 11-12.

[2]Federal Library Committee, Executive Secretary's Agenda, Wednesday, March 24, 1971. (Typewritten.)

[3]FLC Newsletter, No. 27 (December, 1968), p. 3.

> and related geophysical data and in other automation-related problems.[1]

Procurement

The procurement of library materials is a difficult and complicated procedure. It is beset with many rules and regulations which were designed primarily for other types of materials. Besides varying interpretations, procurement of library materials is usually handled by procurement officers outside the library who are not fully acquainted with library needs and services and are not responsible to the library.

One of the first actions of the FLC was to establish a Task Force on the Procurement of Library Materials.[2] The purpose of the Task Force is:

> . . . to review and compile the laws and regulations related to procurement and disposal of library materials for Federal libraries; to review existing procurement practices; to recommend revision in laws, regulations, or practices which will facilitate the procurement of library materials and contribute to the economy and efficiency of Federal libraries.[3]

The Task Force decided that it would concern itself only with informational materials regardless of format. A book procurement Sub-Committee was established to deal with this area.

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[1]Federal Library Committee, Program, February 9, 1970, p. 5. (Typewritten.)

[2]Paul Howard, "Additional Federal Library Committee Activities," Drexel Library Quarterly, VI (July-October, 1970), 338.

[3]L. Quincy Mumford and Paul Howard, "The Federal Library Committee," Bowker Annual of Library and Book Trade Information (New York: Bowker, 1967), p. 114.

All modes of procurement were to be considered, including purchase, gift and exchange, as well as the disposal of surplus materials.[1]

FLC authorized the Task Force to develop a statement of the problems involved and to recommend solutions for Committee consideration and for presentation to the appropriate authorities.[2]

Two projects have been undertaken by this Task Force. The first, the preparation of a chapter on the procurement of library materials for inclusion in the General Services Administration (GSA) procurement manual.[3] The second, the preparation of a manual which was published in 1968 and entitled Procurement of Library Materials in the Federal Government. The manual defines the problems, clarifies the regulations, and describes successful procurement programs for various kinds of library materials.[4] A reasonable period for use and evaluation has lapsed, so FLC is reviewing the procedure problems and considering whether revision and codification of laws and regulations affecting procurement of library materials is needed, either in whole or in part.[5]

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[1]FLC Newsletter, No. 24 (June 30, 1966), p. 4.

[2]U. S. Library of Congress Information Bulletin, XXIV (September 27, 1965), 528.

[3]U. S. Library of Congress Information Bulletin, XXV (July, 1966), 380.

[4]FLC Newsletter, No. 24 (September, 1968), p. 3.

[5]Federal Library Committee, Annual Report Fiscal Year 1970, p. 14.

As of November 1970, the Task Force prepared a document entitled An Identification of Problems Relating to Federal Procurement of Library Materials Prepared for Commission on Government Procurement. This defines library materials, the problems of procurement, and indicates required action.

Public Relations

In 1966, the FLC established a Sub-Committee jointly with the Committee on National Library Week for the District of Columbia for the purpose of involving Federal librarians in National Library Week. The Sub-Committee realized that the public relation needs of Federal libraries was a continuous and demanding job. A broad program needed to be developed and FLC could act as the focal point for the program. This Sub-Committee was re-established to form a Task Force to explore the public relation needs of Federal libraries and to establish a program that would help Federal libraries in developing a better understanding and closer liaison between the library and its customers as well as agency management. Public relations was conceived as any activity that would contribute to the understanding and rapport which would enable the library to succeed in its mission of service.

The Task Force decided that the most effective program that it could undertake would be an orientation program designed to emphasize the public relation aspect of each

element of library service. Essential to this orientation program would be a guidebook to the principles of public relations and their application to Federal library situations.

For this project, the cooperation of TISA was secured. A work statement was drawn up and a request for proposals was sent to a selected list of bidders. Delays were encountered and technical troubles developed. Finally, the proposal was stopped and no award was made. The Task Force and TISA were faced with the necessity of reviving the project.[1]

In 1970, the Task Force examined the possibility for a full-scale public relations handbook for use in Federal libraries. This has not been possible, but in response to inquiries and requests for advice on the compilation of a public relations handbook, the Task Force is assembling selected examples of handbooks and guides that are available. Plans are to prepare packets of such material, and along with a list of guidelines, make the material available to librarians on a loan basis through the FLC Executive Secretary.[2]

Other projects under consideration are the sponsorship of a workshop or a series of workshops, the extension of the loan collection concept,[3] the revision of the Civil

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[1]Howard, "Additional Federal Library Committee Activities," pp. 338-39.

[2]Federal Library Committee, Summary of Meeting No. 58, Wednesday, March 24, 1971. (Typewritten.)

[3]FLC Newsletter, No. 47 (October, 1970), p. 1.

Service Commission's library recruitment brochure on professional careers for librarians, the development of a new format for the FLC Newsletter, the development of the FLC mailing list as a communication tool, and the development of model guidelines for the presentation of an appropriate FLC image.[1]

Role

The Task Force on the Role of Libraries in Information Systems was established in 1967. The following mission statement was approved:

> It is the mission of the Task Force on the Role of Libraries in Information Systems to consider the current role of Federal libraries in relation to other related elements of Government information activities, to evaluate the adequacy of these present relationships, to review the factors giving rise to the existing patterns, and to determine the components of a fully integrated total library and information system.[2]

It was planned that two studies would be made to acquire the needed information for analysis and recommendations. Financed by the Army Technical Library Information Service (ATLIS) Program, a literature search, conducted by Dr. Anne Painter of Indiana University, was begun in 1968. This literature search was to result in a state-of-the-art report on the relation of libraries and information centers.[3]

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[1]Federal Library Committee, Annual Report Fiscal Year 1970, pp. 14-15.

[2]FLC Newsletter, No. 15 (October, 1967), pp. 3-4.

[3]Funding FLC Projects, 1968, p. 1. (Typewritten.)

This report, The Role of the Library in Relation to Other Information Activities, was published in August 1968.[1]

In December 1968,[2] a contract had been let, with funding by the Department of the Army and the CLR, to the National Academy of Public Administration for a study to determine the basis of the decision-making process that led to the establishment of various types of information facilities.[3] Ten agencies will be studied to determine the similarities and differences in their information facilities.

Later stages of the study will be to define libraries and information centers, to state their common and separate functions, and finally to issue a policy statement on their nature and the relationship which should exist between them and total information programs.[4] As of 1970, this policy statement had not been issued.

Recruitment

In 1964 and 1965, one of the most critical problems facing Federal libraries was the manpower shortage. This concern resulted in an FLC Task Force on Recruiting of Personnel in Federal Libraries.[5] The mission for this Task

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[1]O. B. Conway, "Federal Libraries and Information Systems," Drexel Library Quarterly, VI (July-October, 1970), 279.

[2]Ibid.

[3]FLC Newsletter, No. 33 (June, 1969), p. 2.

[4]Funding FLC Projects 1968, p. 2. (Typewritten.)

[5]FLC Newsletter, No. 24 (September, 1968), p. 4.

Force was defined as follows:

> To plan, and develop, a continuing program for increasing the supply of highly qualified librarians entering the Federal service at all levels, based on an evaluation of immediate and long-range needs; to promote the coordination of existing programs where feasible; to facilitate the internal movement of library personnel within the Federal service.[1]

This Task Force has many contributions in its area of concern. It has established a close liaison with the Civil Service Commission (CSC) which has resulted in the establishment of regional recruiters. These librarians work with CSC personnel and library schools to inform students and faculty of Federal library employment opportunities. A monthly Roster of Federal Library Vacancies is published as an appendix to the FLC Newsletter. Also a monthly Roster of Prospective Federal Librarians, open only to library school students, is included in the FLC Newsletter. As encouragement to use good recruiting practices, a series of Personnel Tips were published in the FLC Newsletter. A survey was conducted to discover and list inhibitory factors in Federal library recruiting. A summary was published in the FLC Newsletter and a copy was furnished to CSC with recommendations for improvement.

Most of the efforts in this area have been to develop recommendations concerning policy and programs, and to improve the Federal library service as a whole. The efforts of the Task Force have been responsible for many improvements in

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[1]U. S. Library of Congress Information Bulletin, XXV (July 7, 1966), 381.

> libraries and other groups interested in the application of automatic data processing to information and document retrieval.[1]

The first activity of the Task Force was an attempt to accomplish the mission objective "to review and report upon the status of automation in Federal libraries" through the means of a questionnaire. This questionnaire was sent to over 1,000 Federal libraries and 350 responded. Out of this number only 50 reported automation systems.[2]

It was clear that automation techniques were not widely used in Federal libraries. It was evident that a majority of Federal libraries needed guidance in this area. The Task Force therefore turned its attention toward efforts to encourage automation application through two activities: the training of Federal librarians in automation, and an in-depth study of the application and needs in automation with the hope of developing specific guidelines.

In 1967, as part of the training activity, a Workshop on Automation in Federal Libraries was held. In 1968, it was decided that the education of librarians in automation would properly fit into the responsibilities of the Task Force on Library Education.

The work of the Task Force has followed a four phase program of the following objectives:

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[1]Madeline Henderson and Paul L. Berry, "Progress of Federal Library Automation," Drexel Library Quarterly, VI (July-October, 1970), 251.

[2]Ibid.

the recognition that closer cooperation and agreement on definite national objectives were needed by the three national libraries. Several objectives were announced at its beginning:

> . . . resolution of incompatible practices in descriptive and subject cataloging, agreement on machine-readable cataloging data formats, establishment of a program to create a machine-readable bank of information on serial publications, and development of joint catalog-card and book-catalog services.[1]

The three directors of the National libraries constitute a coordinating committee which meets as needed to resolve questions or to act on Task Force recommendations. Ten working groups have been established to pursue specific problems. The problem meriting special attention is the development of a national data bank of machine-readable information, for identifying and locating millions of serial titles held by American research libraries.[2]

The Task Force established other objectives that did not relate directly to the three National libraries. These were stated in the following manner:

> The purpose of this task force is to review and report upon the status of automation in Federal libraries, to encourage development of compatible automation systems where feasible, to furnish guidance to Federal administrators and librarians on automation problems in libraries, and to provide liaison between Federal

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[1]Library of Congress, "U. S. National Libraries Task Force on Automation and Other Cooperative Services Progress Report Number 1, November 1967," U. S. Library of Congress Information Bulletin, XXVI (November 30, 1967), 795.

[2]FLC Newsletter, No. 20 (April, 1968), p. 2.

As of April 1, 1971, the Task Force is concentrating its efforts on the operation of workshops throughout the United States for Federal librarians in the field. The purpose of these workshops is to bring to librarians the results of the various FLC projects.

The future activities of the Task Force include the following topics:

> . . . the development of curricular materials on Federal librarianship for use as appropriate in various library school courses
>
> an examination of the nature and content of technician and para-professional tasks in Federal libraries, and a determination of the educational requirements for the proper performance of these tasks
>
> internship and field work for library school students
>
> continue to monitor the development and presentation of courses that are underway following the successful completion of a curriculum development study for post-master's education for Federal librarianship.[1]

Physical Facilities

In January 1967,[2] FLC organized a Task Force on Physical Facilities to be concerned primarily with library quarters and the planning necessary to provide the type of quarters in which library service could be successfully administered. Close liaison with the GSA, which is in

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[1]Letter from Russell Shank, Director of Libraries, Smithsonian Institution Libraries, Washington, D. C., April 1, 1971.

[2]Federal Library Committee Activities 1967, p. 1. (Typewritten.)

charge of the overall housekeeping functions of the Government, and with the ALA Technology Program is maintained so the three groups can establish joint performance standards for library furniture and equipment.[1]

The Task Force reviewed its past efforts and decided that a comprehensive research study needed to be made of problems affecting the total physical environment of Federal libraries. Since this concept coincided closely with TISA's long range program, TISA and FLC joined in a cooperative venture.[2]

As of October 1970, a grant from the Office of Chief of Engineers, U. S. Department of the Army, has been awarded to the Institute of Library Research, University of California, Los Angeles. The study will be concerned with basic principles, be definitive and comprehensive in scope. The research plan is directed at the development of three products: an authoritative catalog of the present knowledge of library functions, elements, and techniques of design as they relate to library physical facilities; a manual for evaluating the performance of components of library facilities, and for generating specifications of requirements; and a

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[1]Frank Kurt Cylke, "Federal Library Outreach: An Overview of the Federal Library Committee and Its Activities," Drexel Library Quarterly, VI (July-October, 1970), 330.

[2]Howard, "Additional Federal Library Committee Activities," p. 340.

"guided inquiry" system for developing library building design programs.[1]

Inter-library Loan

An Inter-library Loan Task Force was established in 1965 because the FLC felt a need to establish a more positive policy statement on the privileges and responsibilities of its members as far as inter-library lending was concerned. The Task Force was to develop a policy statement governing the lending of library materials between Federal libraries and to recommend a standard form for use in inter-library loan transactions.[2]

The Task Force's mission was stated in general terms to be:

> . . . toward improving services and furthering the effective use of federal library collections through improved inter-library loan arrangements, and more specifically, to accomplish this by: (1) establishing a common code of practice for loans between federal libraries; (2) establishing a common request form; and (3) recommending new or better procedures, methods, techniques, or equipment to minimize the time required to fill loan requests.[3]

At the first meeting, it was agreed to limit the scope of study to the Washington, D. C. area and to use the ALA "General Interlibrary Loan Code, 1952," revised 1958,

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[1]FLC Newsletter, No. 47 (October, 1970), pp. 1-2.

[2]Howard, "Additional Federal Library Committee Activities," p. 338.

[3]FLC Newsletter, No. 4 (June 30, 1966), p. 3.

as a basis for a Federal libraries' code.[1] This code was drafted and at the end of a one-year trial period, was formally approved by the FLC and recommended for use by all Federal libraries in 1968.[2]

The Task Force has developed, in cooperation with ALA, an inter-library loan request form. This form has been accepted and is now used by both Federal and non-Federal libraries. This accomplishment, along with the code are major steps in opening up Federal library resources to qualified researchers.[3]

As of April 1, 1971, the Task Force is interested in inter-library "services." This includes inter-library reference and bibliographical services, and the development of available techniques for transmission of materials via electronic means. The Task Force "has been working on a questionnaire which may supply information and guidance in further work including possibly a manual."[4]

Mission

The Task Force on the Federal Libraries and Standards for Federal Library Service had as an immediate assignment

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[1] Ibid.

[2] Howard, "Additional Federal Library Committee Activities," p. 338.

[3] Cylke, "Federal Library Outreach," p. 328.

[4] Letter from Kanardy L. Taylor, Director, Department Library, Executive Office, Department of Health, Education, and Welfare, Washington, D. C., April 1, 1971.

the development of a broad statement of the mission of Federal libraries. This statement was to serve as the beginning of the FLC's efforts to develop standards for strengthening Federal libraries in the areas of service, space, and financial support.[1]

This statement, Federal Library Mission: A Statement of Principles and Guidelines for Their Implementation, was compiled and adopted by FLC in late 1966. In April 1967, the Executive Officers Group discussed the statement and then later it was sent to the heads of forty-four Federal agencies. The Federal Library Mission, which took basic management principles and applied them to library management, became a basic policy paper. Forty-one of the Federal agencies indicated concurrence. Some incorporated the statement in their internal library regulations, while others used it as a reference in preparation of individual policy statements.[2]

In 1967, the Task Force planned to work on the development of standards to follow the Mission statement. A statistical survey had been conducted and the data was being analyzed.[3] In October 1967, it was recommended that that this Task Force be dismissed and that its responsibilities

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[1]Paul Howard and Marlene Morrisey, "The Mission of Federal Libraries," Drexel Library Quarterly, VI (July-October, 1970), 232.

[2]Ibid., p. 234.

[3]FLC Newsletter, No. 13 (July-August, 1967), 2.

be assigned elsewhere. There was objection to this recommendation on the grounds that the added responsibilities might prove to be too heavy an additional burden for some of the Task Forces, especially if they had to develop standards. The final decision was put off and as of 1971 the Task Force still exists.[1] The Task Force has not been reorganized and no new responsibilities have been given to it, therefore it has remained inactive.

Work Groups

In addition to the Task Forces, other work groups exist. In 1968, a Sub-Committee on Program Planning and Budgeting was established for the purpose of reviewing the programs of the FLC, their needs for support and funding, and to recommend means for filling these needs.[2] In April 1970, John Sherrod, Chairman of this Sub-Committee recommended that it be dissolved and an Executive Advisory Committee be established. This was officially done in June 1970. This advisory group concerns itself with the development of policy recommendations in all areas of program planning and the acquisition and allocation of Federal resources. It offers policy guidance and counsel to the Chairman and Executive Secretary of the FLC. There are seven members with four individuals serving one year terms and three holding two

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[1] FLC Newsletter, No. 15 (October, 1967), p. 2.

[2] FLC Newsletter, No. 34 (July-August, 1969), p. 2.

year terms.[1] The members are selected on the basis of the contributions they can make individually. The Chairman, Executive Secretary, and Executive Assistant to the Librarian of Congress are ex officio members.

In June 1970, the FLC established a Federal Libraries Census Work Group to serve as a clearinghouse for questions and suggestions concerning the 1970 Census of Population and Housing. This Work Group was to assist Federal librarians in their understanding and use of the various forms in which the data will be released.[2] It has been decided to disband this Work Group, because of lack of response from the Federal libraries.[3]

As a result of numerous requests for advice and consultation on matters unique to the many types of Federal library/information service operations, in 1970, the FLC began considering the establishment of a Federal Library Advisory Service (FLAS). Later in 1970, FLAS was developed to provide necessary one-time, no-cost, impartial library overviews. The advisory group consists of the USOE, the U. S. Department of Labor, and FLC representatives. Consultants currently number five.[4]

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[1]FLC Newsletter, No. 42 (April, 1970), pp. 1-2.

[2]FLC Newsletter, No. 44 (June, 1970), p. 8.

[3]Federal Library Committee, Executive Advisory Committee Minutes of Meetings Number 1 - Number 6, May 1970-December 1970. (Typewritten.)

[4]Federal Library Committee, Annual Report Fiscal Year 1970, p. 5.

The collection of data about library resources and operations is essential to any program of development. In cooperation with the program of the National Center for Educational Statistics, FLC has established a Sub-Committee on Statistical Program.[1] The purpose of this Sub-Committee is stated as:

> . . . to develop the collection of data standardized for Federal libraries and information centers and compatible with those collected from outside the Government for use in the following manner.
> (a) the management of individual programs,
> (b) the overall Federal planning,
> (c) the computerization of information on the status and development of libraries and information centers, and
> (d) as a data base for education and research.[2]

This Sub-Committee conducted a survey of special libraries serving the Federal Government and having an annual budget of $10,000 or more. The data was published in 1968 by the National Center for Educational Statistics[3] and was entitled Survey of Special Libraries Serving the Federal Government.[4] Although this compilation covered only about one-fourth of the total library community, it became the most comprehensive collection of Federal library statistics

[1]Cylke, "Federal Library Outreach," p. 331.

[2]Federal Library Committee, Program, pp. 4-5. (Typewritten.)

[3]Howard, "Additional Federal Library Committee Activities," pp. 337-38.

[4]Ibid., p. 340.

ever made. It established that Federal libraries have enough in common to warrant statistical treatment.[1]

During 1970, the Sub-Committee and the Executive Secretary of FLC designed The National Plan for Federal Library Statistics. It will be tested in fiscal year 1971 and implemented in fiscal year 1972. It will allow:

> The development of factual data for use in planning and administering individual Federal library programs.
>
> The provision of data necessary for overall planning by Federal agencies or interagency bodies.
>
> The provision of data compatible with that collected from libraries from outside the Government so that overall figures on the status and development of library service in the United States may be compiled.
>
> The provision of data about Federal libraries which professional organizations and individual researchers may use when conducting library studies so that Federal libraries will be considered in their conclusions and recommendations.[2]

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[1] Ibid., p. 338.

[2] Federal Library Committee, Annual Report Fiscal Year 1970, p. 6.

CHAPTER IV

AREAS OF CONCERN

During Fiscal Year 1970, emphasis was placed on particular areas of concern as identified by the Chairmen, Executive Secretary, and the Committee as a whole. On March 26-27, 1970, a Federal Information Resources Conference, sponsored by FLC and COSATI Task Group of Library Programs, was held. This conference was aimed at improving communication and cooperation among Federal agencies and research libraries. A second conference is scheduled for November 1971. It is co-sponsored by the Association of Research Libraries (ARL), the COSATI Task Group on Library Programs, and the FLC. The Innovation in Communications Conference sponsored by the American Society for Information Science (ASIS) held in April 1970, allowed the exposure of the FLC automation plans to the information community.[1]

Community relationships were established with several library organizations during 1970. Three library associations, the ALA, the ARL, and the Special Library Association (SLA), were extended FLC guest observer status. The Executive Secretary joined the Association of Cooperative

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[1]Ibid., pp. 3-4.

> development of Federal library personnel chiefly through an enrichment of the resources for education and training for librarians, information scientists and library technicians.[1]

In 1967, the CSC with the cooperation of FLC, conducted a study on The Needs for Continuing Education of Librarians. The Task Force on Education negotiated with Catholic University and with the USOE regarding a project to study the kinds of education needed for work in Federal libraries and information centers. The result was a grant of $78,000 for the study. Even though the survey focused attention on the educational needs of Federal librarians at the post-master's level, the study was broad in its dimensions and reflected the multiplicity of problems that the library and the library profession face.[2]

The primary objective of the study was to collect data which would provide a basis for educational planning at the post-master's level. Specific objectives were:

> (1) to determine the job dimensions of the respondents; (2) to discover the self-perceived educational needs of the Federal librarian respondents and compare assessments made by top-level library administrators toward curricular content with that made by the respondents; (3) to isolate and analyze variables (age, education, time in position, etc.) and determine their relationship to job structure and course demands; and (4) to identify courses and types of programs for which there is the greatest need.[3]

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[1] FLC Newsletter, No. 19 (March, 1968), pp. 5-6.

[2] James J. Kortendick and Elizabeth W. Stone, "Education Needs of Federal Librarians," Drexel Library Quarterly, VI (July-October, 1970), 265.

[3] Ibid., pp. 268-69.

personnel practices and recruiting which have reduced the manpower shortage.[1]

One area of great concern has been the CSC Classification Standards. The results of this concern is a Sub-Committee with the following responsibilities:

> To determine areas of difficulty in interpreting CSC Standards for 1410 and 1411 Series.
>
> To investigate and assure comparability with 1412 Series interpretations.
>
> To establish guidelines for interpreting Standards.
>
> To clear guidelines with Civil Service Commission.
>
> To publish guidelines with illustrative examples for use of librarians and classification officers.[2]

Education

The FLC has been concerned with the educational needs of Federal librarians and other library workers. Since this concern was closely associated with manpower and recruiting problems, the Task Force on Recruitment accepted some responsibility until an Education Task Force was established in February 1968.[3] The purpose of the Task Force is:

> to increase the number and assure the quality of persons entering the job market with the capability for work in Federal libraries and to foster career

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[1]Howard, "Additional Federal Library Committee Activities," p. 336.

[2]Federal Library Committee, On-going and Proposed Projects by Task Forces, Sub-Committees, Work Groups, pp. 2-3. (Typewritten.)

[3]FLC Newsletter, No. 24 (September, 1968), p. 4.

Technical Committee, Metropolitan Washington Council of Governments, The District of Columbia Library Association, and the Washington Chapter of the SLA are co-sponsoring the revised edition of Library and Reference Facilities in the Area of the District of Columbia.[1] A paper authored by the Executive Secretary and titled National Libraries will be submitted for inclusion in the 1972 edition of the Encyclopedia Americana.[2]

FLC has participated in the concepts of networks. FLC holds membership on the Advisory Board for ALA, the USOE Conference on Interlibrary Communications and Information Networks.[3]

On the international scene, FLC supplied information to assist in the coordination of federal library activities.[4]

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[1] Ibid., p. 9.

[2] Federal Library Committee, Executive Secretary's Agenda, Wednesday, March 24, 1971. (Typewritten.)

[3] Federal Library Committee, Annual Report Fiscal Year 1970, pp. 6-7.

[4] Ibid., p. 9.

CHAPTER V

FUTURE OF THE FLC

The 1970 Annual Report for FLC reported changes that had been made over the year. After six years of existence, FLC conducted a self-evaluation. This is the second such evaluation, but investigation reveals that this was a serious and major self study. This study resulted in the restructuring of work groups, the implementation of new programs, and the development of an Action Plan for FLC to supplement the present and future programs of the work groups. This Plan has divided the work which is to be implemented when appropriate into five areas: general, operations, communications, resources, and personnel. (See Appendix IV.)

Some dissatisfaction with the objectives and performance of FLC has been noted.[1] The degree of dissatisfaction is unknown. The proposed examination of "all Task Force, Sub-Committee and Work Group activities . . . for pertinency and worth" and the assurance that "appropriate action will be taken"[2] is, in the opinion of this reviewer,

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[1]Federal Library Committee, Executive Advisory Committee Minutes of Meetings Number 1 - Number 6, May 1970-December 1970. (Typewritten.)

[2]Federal Library Committee, Program, p. 5. (Typewritten.)

one of the most important tasks FLC can perform. It is felt that an examination of the Task Force on Inter-Library Loan Arrangements for Federal Libraries and the Task Force on the Mission of the Federal Library and Standards for Federal Library Service is needed. Both of these Task Forces have accomplished their original objectives. New, worthwhile objectives should be established, or these Task Forces should be dissolved.

FLC indicates that a group of librarians can work together on the solutions to common problems and that these solutions will be accepted by the library community and implemented. FLC serves as a bridge between the Federal and non-Federal library communities. It provides an entry point into the maze of Federal library resources and the general benefits to be realized from the Task Force undertakings and from specific research projects. Due to the past success of FLC, there is a feeling that the present Federal library service will develop into a dynamic and flexible service that is responsive and anticipatory of the Government's and the Nation's needs.

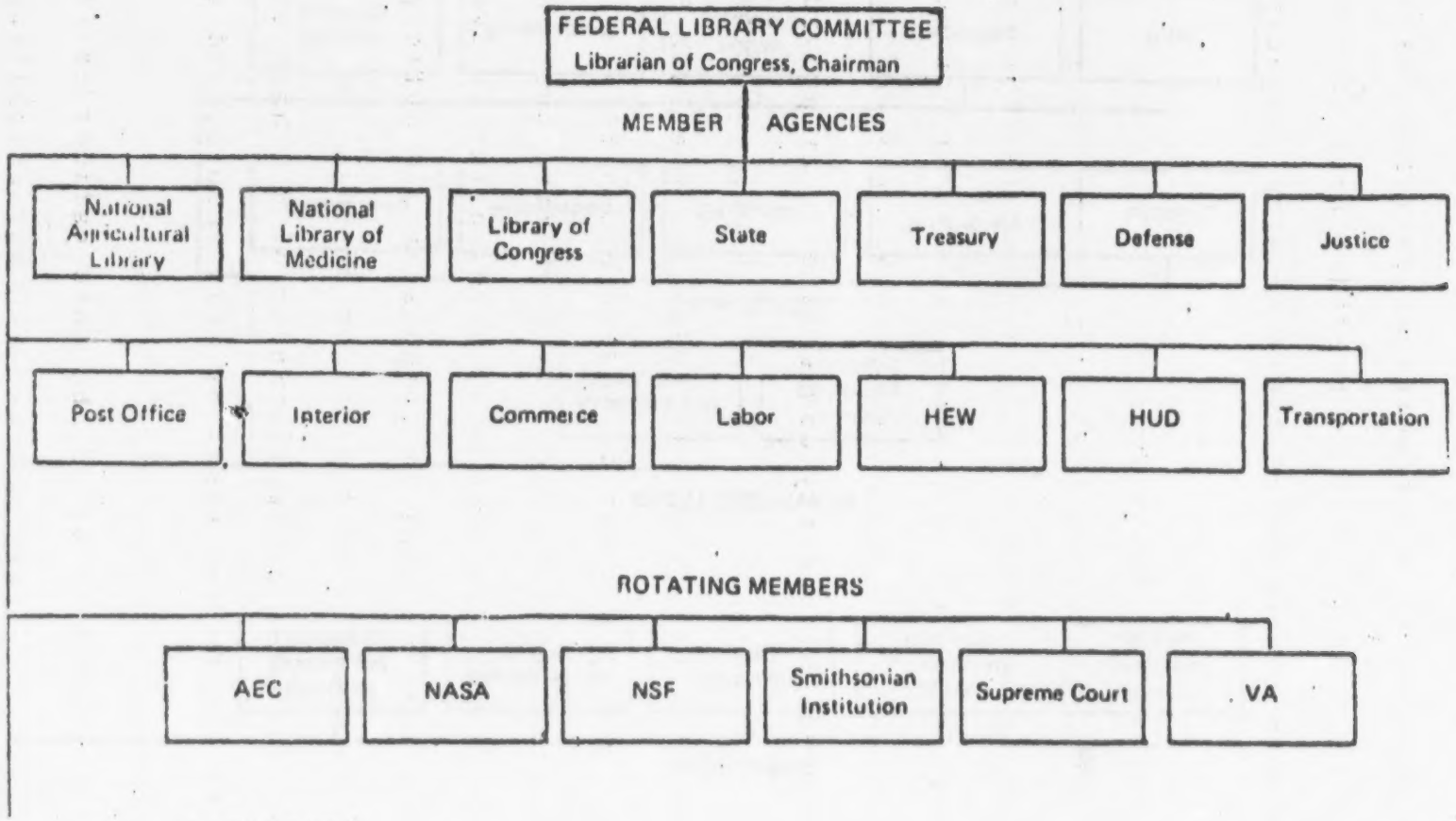
The past accomplishments of FLC have been quite impressive. On the basis of this record, and an examination of the proposed programs, the future contributions of FLC can be expected to be of the same caliber as the past contributions. Through action, FLC has established its value. Its position can be maintained only through continued action.

APPENDIX I

FEDERAL LIBRARY COMMITTEE

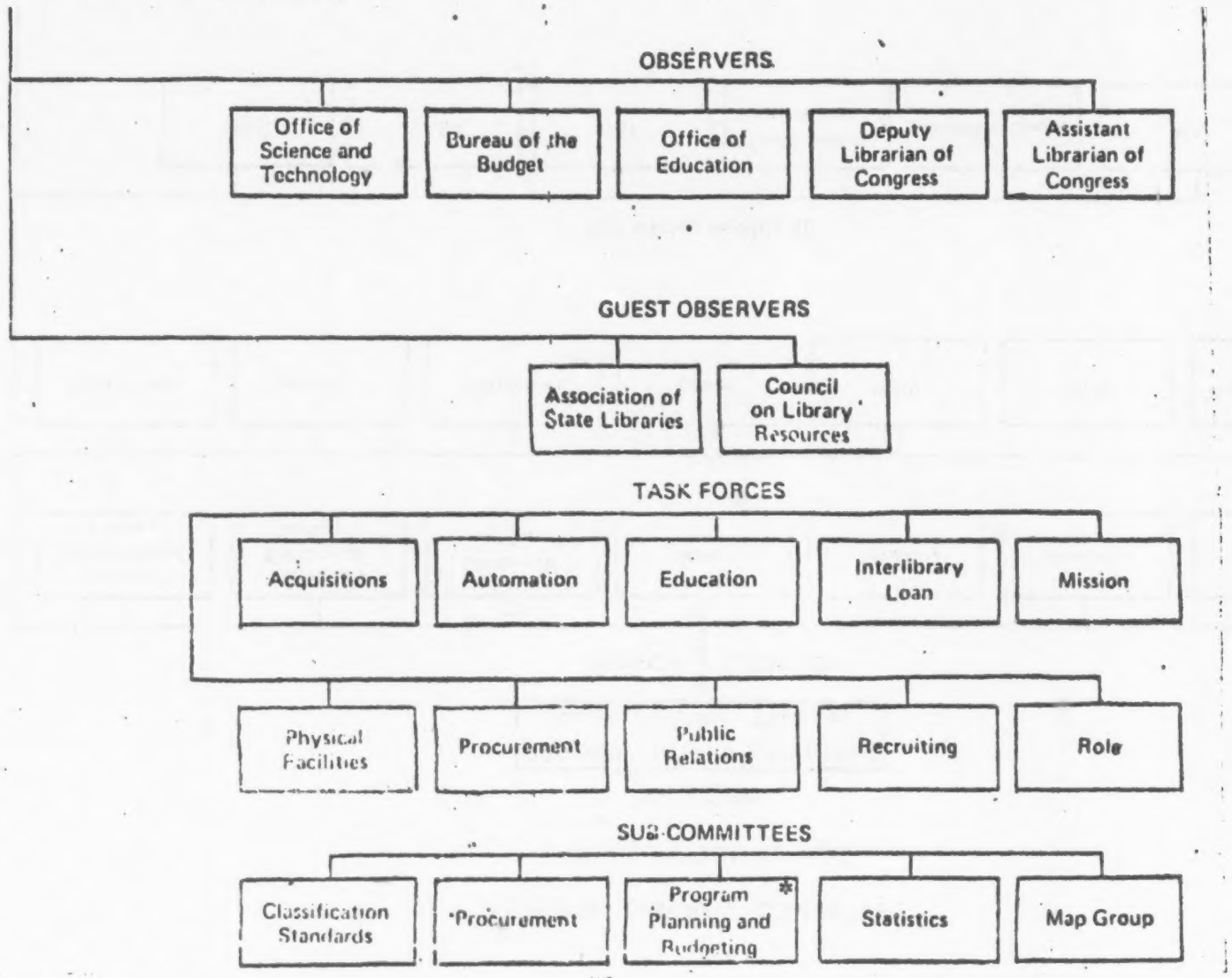
ORGANIZATION CHART

1969-1971



continued

FEDERAL LIBRARY COMMITTEE ORGANIZATION CHART--Continued



*As of June 1970, the Sub-Committee on Program Planning and Budgeting became the Executive Advisory Committee.

APPENDIX II

POLICY AREAS

As Addressed By

Task Forces
Sub-Committees
Work Groups
1970*

To achieve better utilization of Federal library resources and facilities.

Task Force on Acquisition of Library Materials and Correlation of Federal Library Resources

Task Force on Procurement Procedures in Federal Libraries

Sub-Committee on Procurement Problems

To provide more effective planning, development, and operation of Federal libraries.

Task Force on Automation of Library Operations

Task Force on Physical Facilities of Federal Libraries

Task Force on Recruiting of Personnel in Federal Libraries

Executive Advisory Committee

Map Library Work Group of the Task Force on Automation

To promote optimum exchange of experience, skill, and resources among Federal libraries.

Task Force on Inter-library Loan Arrangements for Federal Libraries

Task Force on Library Education

Sub-Committee on Guidelines for Interpreting CSC Classification

To promote more effective service to the Nation at large.

Task Force on Mission of Federal Libraries and Standards for Federal Library Service

Task Force on Public Relations

Task Force on Role of Libraries in Information Syste[ms]

Sub-Committee on Statistical Program

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*Federal Library Committee, Program, pp. A-3 and A- (Typewritten.)

APPENDIX III

FUNCTIONS OF THE COMMITTEE

As Addressed By

Task Forces
Sub-Committees
Work Groups
1970*

Consider policies and problems relating to Federal libraries.

Task Force on Mission of Federal Libraries and Standards for Federal Library Service

Evaluate existing Federal library programs and resources.

Task Force on Role of Libraries in Information Systems

Sub-Committee on Statistical Program

Determine priorities among library issues requiring attention.

Task Force on Role of Libraries in Information Systems

Executive Advisory Committee

Examine the organization and policies for acquiring, preserving, and making information available.

Task Force on Acquisition of Library Materials and Correlation of Federal Library Resources

Task Force on Inter-library Loan Arrangement for Federal Libraries

Task Force on Physical Facilities of Federal Libraries

Task Force on Procurement Procedures in Federal Libraries

Task Force on Public Relations

Sub-Committee on Procurement Problems

Map Library Work Group of the Task Force on Automation

Study the need for and potential of technological innovation in library practices.

Task Force on Automation of Library Operations

Study library budgeting and staffing problems, including the recruiting, education, training, and remuneration of librarians.

Task Force on Library Education

Task Force on Recruiting of Personnel in Federal Libraries

Sub-Committee on Guidelines for Interpreting CSC Classification Standards

Executive Advisory Committee

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*Federal Library Committee, Program, pp. A-1 and A-2. (Typewritten.)

APPENDIX IV

PROPOSED EFFORTS*

An Action Plan designed to supplement existing and contemplated Task Force, Sub-Committee and Work Group programs will be implemented. Work will be concentrated in five areas: General; Operations; Communications; Resources; Personnel. Efforts will be channeled through the Secretariat, working groups and special research/development projects.

General

All Task Force, Sub-Committee and Work Group activities will be examined and appraised for pertinency and worth. Appropriate action will be taken.

Monthly meeting content will be analyzed and the pattern altered where necessary to ensure attractive, balanced presentations.

The FLC Newsletter will be examined for content, format and relevance. It will be expanded as required to allow comments from librarians and others--thus to serve as forum for voicing problems and requesting services. More attention will be directed toward pertinent R&D developments.

Applications of existing technology to library operating procedures will be explored. A mechanism designed to foster library related technological forecasting will be developed.

Working groups make up will be developed with an aim toward increasing participation from youth and those representing varying geographical locations.

An attempt will be made to develop a sound financial base for on-going and specific project operations. (See Sub-Committee #3--Program Planning and Budgeting.)

Reporting requirements will be examined with a view to expanding issuances. The value of an Annual Report will be reviewed.

use, bibliographical control, and distribution of U. S. Federal, State, and local Government publications. This work will enable scholars and the public to have available large amounts of important, often hidden or unknown, learning resources and more efficient bibliographic control of research materials contained in Government documents. A film package has been designed by Battelle Memorial Institute to promote the increased usage and more sophistication in the use of Federal information resources. LC sponsored a seminar to acquaint other Federal librarians with the various functions, facilities, and services of LC to obtain better coordination and use of Federal library facilities and services.[1]

A publishing program was designed and begun in March 1970 when an award was received from the ERIC Clearinghouse for Library and Information Sciences (CLIS) to publish 4,200 copies of a revised and updated Roster of Federal Libraries, and 4,000 copies of Research Resources of Federal Libraries. On April 15, 1970, ERIC/CLIS authorized publication of 5,000 copies of Research Design: Library Cooperation Planning and Action in the Washington D. C. Metropolitan Area. Three articles were written for publication in the July-October 1970 issue of Drexel Library Quarterly. This issue deals with the FLC and is edited by Paul Howard, former Executive Secretary of the FLC. FLC, the Librarians'

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[1] Ibid., pp. 7-8.

Library Organizations (ACLO), and was offered COSATI observer status. This relationship with the Federal scientific and technical community allows for the exchange of views and concerns.[1]

Before 1970, there had been no effort to analyze the problems and needs concerning library and information services in the Federal library community, but a long-range plan has begun. The Indiana University Research Center for Library and Information Sciences (RCLIS) was awarded a $83,843 contract by the U. S. Army, Office of Chief of Engineers, TISA Project, to "prepare a state-of-the-art study which will identify all current Federal library research and evaluate it as to its objectives." Information centers, information analysis centers, and libraries will be included in this study. Technical guidance for the project consists of an Advisory Committee with members selected and appointed by the Office of Chief of Engineers in consultation with RCLIS and the FLC. The Advisory Committee will serve as an information transfer agent and will coordinate the workings of the three groups.[2]

Work has been done in the area of awareness of Federal resources. The Indiana University Foundation has received a $6,704 grant from the USOE for a project to develop a research design for a comprehensive study of the

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[1] Ibid., p. 5.

[2] Ibid., pp. 5-6.

Operations

The development of criteria to employ in the evaluation of existing library and information programs will be pursued.

Guideline implementation will be encouraged. Especial attention will be directed toward the areas of acquisition and mission.

Service standards will be developed where appropriate.

Armed Forces "base" library standards will be developed as an especial requirement.

Barriers and assists to Federal inter-library cooperation will be identified.

Cooperative networking of all types and at all levels will be explored and encouraged where appropriate.

Communications

Conferences with themes pertinent to Federal library needs will be scheduled as appropriate.

Relationship patterns will be established with other library communities.

Working professional relationships will be developed with the Committee on Scientific and Technical Information (COSATI), the National Libraries Task Force, the Association of Research Libraries (ARL), and other organizations as they are identified, to the purpose of coordinating work in areas of mutual concern.

Mechanisms will be developed to assist potential library and information center users through the maze of Federal library resources.

The desirability of establishing a clearing house of bibliographic projects of Federal Agencies to reduce duplication; the degree to which these publications are sufficiently rationalized within the Federal system, and the question of possible unnecessary duplication; ways of producing better bibliographical control through cooperation and coordination will be explored.

A mechanism to coordinate and disseminate information relating to Federal library policy statements will be implemented.

A formal program designed to support an effort aimed at promoting an understanding of Federal library and information center problems and responsibilities among library schools will be developed.

The Department of Defense spokesman situation will be examined. Appropriate action recommendations will be made.

Resources

Coordination of library/information sciences research funding activities will be effected on a continuing basis.

Alternatives to existing interlibrary loan techniques will be identified, evaluated and implemented as appropriate.

Materials appropriate to the interlibrary loan situation will be identified.

The desirability of a cooperative storage as depository facility will be explored.

Personnel

Efforts directed toward the development of personnel standards, grade equalization, a career ladder and training programs will be encouraged.

Training program requirements for librarians and library technicians will be examined and work programs implemented where practical.

The interchange and transfer of specialists to assist library projects of mutual interest to various Federal agencies will be pursued.

Exploration of internship programs and on-the-job training projects will be effected.

It should be noted that all Task Force, Sub-Committee, Work Group and Action Plan efforts will undergo continual evaluation. Changes will be made when necessary, with new projects and/or programs implemented when appropriate.

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*Federal Library Committee, Program, pp. 5-8. (Typewritten.)

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